

S
352.73
N7RDGA
1996

APPLICATION AND DEVELOPMENT GRANTS PROGRAM



MONTANA HISTORICAL SOCIETY, HELENA

GRANT APPLICATION GUIDELINES
1996

STATE DOCUMENTS COLLECTION

OCT 11 1996

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

PLEASE RETURN

MONTANA STATE LIBRARY

S 336.195 N7vds 1990 c.1
Reclamation and development grants progr



3 0864 00097539 4

GRANT APPLICATION GUIDELINES
RECLAMATION AND DEVELOPMENT
GRANTS PROGRAM

JANUARY 1996
MONTANA DEPARTMENT OF NATURAL RESOURCES
AND CONSERVATION

CONTENTS

Page

Section I - The Reclamation and Development Grants Program

Definitions	1
Introduction	2
Program Purpose	2
Eligibility Requirements	2
Grant Amount	4
Leverage of Other Funds	4
Funding for Approved Projects	4
Submittal and Review of Applications	4
Review and Screening of Applications	4
Application Evaluation and Ranking	5
Grantee Responsibilities	5
Helpful Hints for Preparing Applications	6

Section II - Application Instructions

Application Submittal Instructions	7
Application Completion Instructions	7

Step 1 - Grant Application Summary

Application Information	9
Project Information	9

Step 2 - Project Abstract

Problem or Need Summary	11
Goals and Objectives Summary	11
Responsible Organization	11
Location	11
Time-Frame	11

Step 3 - Technical Description and Alternative Analysis

Technical Description & Alternative Analysis Instructions	11
Problem History	12
Cost/Benefit Analysis	12
Project Alternatives	12
Staffing and Administration	12
Additional Information	12

Step 4 - Scope of Work

Goals and Objectives	13
Tasks or Activities	13
Project Schedule	13
Monitoring Plan	13
Equipment	13

Step 5 - Budget	14
Budget Instruction	14
Budget Category Explanation	14
Budget Justification	15
Project Budget Summary Form	17
Budget Detail Form	18
Step 6 - Public Benefits Ranking Criteria	21
Public Benefits Ranking Criteria	21
Public Benefits Narrative	22
Step 7 - Need and Urgency Ranking Criteria	23
Need and Urgency Ranking Criteria	23
Need and Urgency Narrative and Supporting Documents	24
Step 8 - Project Management & Organization Capability Ranking Criteria	25
Step 9 - Environmental Checklists	27
Step 10 - Liable Party Determination	29
Step 11 - Crucial State Need Documentation	30
Step 12 - Application Checklist for Completeness	31

SECTION I - THE RECLAMATION AND DEVELOPMENT GRANTS PROGRAM

DEFINITIONS

- (1) "Crucial state need" means a documented set of circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to public resources or to capture extraordinary public benefits that would otherwise be lost. "Crucial state need" further implies that a project is of critical importance to Montana and its citizens.
- (2) "Financially feasible" means that adequate funds are available to complete the project as approved.
- (3) "Mineral" means any precious stones or gems, gold, silver, copper, coal, lead, petroleum, natural gas, oil, uranium, or other non-renewable merchantable product extracted from the surface or sub-surface of the State of Montana.
- (4) "Mineral development" means exploration, extraction, processing, or other activity related to the production of a mineral.
- (5) "Mitigation" means the act of rectifying an impact by repairing, rehabilitating, or restoring the affected environment; reducing or eliminating an impact over time by operations that preserve or maintain the environment; or compensating for an impact by replacing or providing substitute resources or habitats.
- (6) "Project" means a planned and coordinated action or series of actions addressing an objective consistent with the policy and purpose of the Reclamation and Development Grants Program. A project may consist of problem/need analysis, feasibility, or design studies, environmental monitoring, remedial action plans or implementation, technology demonstration, research, construction or acquisition of capital facilities, or other related actions.
- (7) "Public benefits" means those benefits that accrue to citizens as a group and enhance the common well-being of the people of Montana.
- (8) "Public resources" means the natural resources of the state, including air, water, soil, minerals, vegetation, and fish and wildlife, and the economic, social, and cultural conditions of Montana citizens.
- (9) "Qualified" means that an application convincingly demonstrates public benefits, need, and technical and financial feasibility.
- (10) "Technically feasible" means that a project or activity can be designed, constructed, operated, or carried out to accomplish its objectives, utilizing accepted engineering and other technical principles and concepts.

INTRODUCTION

The Reclamation and Development Grants Program (RDGP) is a state funded grants program designed to fund projects that indemnify Montana citizens for the effects of mineral development on public resources and that meet other crucial state needs serving the public interest and the total environment of the people of Montana. The program, established by the 1987 Montana Legislature, is administered by the Montana Department of Natural Resources and Conservation (DNRC).

The funding source for this program is the interest income from the Resource Indemnity Trust Fund (RITF). This fund, established by 15-38-201 MCA, receives proceeds from taxes levied on mineral production. Effective July 1, 1995, a minimum of \$3 million is available for Reclamation and Development Grants each biennium.

DNRC solicits, evaluates, and ranks each application submitted to RDGP and forwards its recommendations for funding to the Governor's Office before each regular session. With the Governor's approval, these recommendations are submitted to the Legislature. The Legislature makes the final decision on which projects will be funded.

PROGRAM PURPOSE

The purposes of the Reclamation and Development Grants Program are to:

- (1) repair, reclaim, and mitigate environmental damage to public resources from non-renewable resource extraction; and
- (2) develop and ensure the quality of public resources for the benefit of all Montana citizens.

ELIGIBILITY REQUIREMENTS

Applicants must represent a form of government. These include:

- (1) any department, agency, board, commission, or other division of state government,
- (2) any city, county, or other division of local government, or
- (3) a tribal government within the state.

Examples of eligible applicants include:

Cities	Rural Improvement Districts
Conservation Districts	State Agencies
Counties	Towns
County Water or	Tribal Governments
Sewer Districts	Universities
Irrigation Districts	

Private persons and federal agencies are not eligible for RDGP funding.

Proposed projects must provide benefits in one of three categories: "mineral development impacts," "crucial state need," or "other." "Mineral development impacts" and "crucial state need" projects will be given equal preference in the ranking process. Projects not fitting into either of these categories will be designated as "other."

These “other” projects will be given secondary preference in the ranking process. DNRC will conduct a review and screening of all applications to determine eligibility under these three categories.

To be considered a mineral development impact project, the project objectives must achieve at least one of the following:

- (1) reclaim land, water, or other resources adversely affected by mineral development;
- (2) mitigate damage to public resources caused by mineral development;
- (3) research, demonstrate, or provide technical assistance to promote the wise use of Montana minerals, including efforts to make processing more environmentally compatible;
- (4) investigate and remediate sites where hazardous wastes or regulated substances threaten public health or the environment;
- (5) research to assess existing or potential environmental damage resulting from mineral development.

If sufficient eligible and qualified applications satisfying the mineral development impact objectives are not received or if there is a crucial state need, DNRC and the Governor may recommend that the Legislature approve funding for projects in the crucial state need category. Crucial state need projects are designed to eliminate severe and unacceptable damage to public resources, or to capture extraordinary public benefits that otherwise would be lost. The critical and urgent nature of the proposed project must be clearly demonstrated in the application.

To be considered a crucial state need project, the project objectives must achieve at least one of the following:

- (1) enhance Montana’s economy through the development of natural resources;
- (2) develop, promote, protect, or further Montana’s total environment and public interest, including the general health, safety, welfare, and public resources of Montana citizens and communities.

Besides the above requirements, all projects must:

- (1) be technically and financially feasible;
- (2) be the most cost-effective alternative to address a problem or attain an objective;
- (3) comply with statutory and regulatory standards protecting environmental quality; and
- (4) be from an applicant able and willing to enter into a contract with DNRC for the implementation of the proposed project or activity.

A project is not eligible for funding under the Reclamation and Development Grants Program to the extent that the project is eligible for and can reasonably be expected to receive funding from other state or federal programs or any program or act that provides funding to accomplish remedial action for environmental damage or if the project is permitted under Title 82, Chapter 4 or 11 (Reclamation and Oil and Gas Conservation statutes).

A proposed project is not eligible for funding under the Reclamation and Development Grants Program if there is a liable party who would be relieved of financial or legal responsibility and who can reasonably be expected to be held responsible. If a project involves mitigation or cleanup, complete Step 10 - “Liable Party Determination.”

The Reclamation and Development Grants Program is not intended to be a continuous funding source for the administration or personnel costs of long-term activities or programs that are more appropriately funded through the state budget process. DNRC may recommend that such ongoing activities or projects not be funded. For short-term projects that are part of long-term projects or programs, DNRC may recommend funding if the project produces discrete, identifiable products or results upon completion of the short-term projects or phases.

GRANT AMOUNT

No grant award for a single project may exceed \$300,000. An applicant proposing more than one project must submit a separate application for each. The maximum award given to a single project must be less than the total project cost--matching contribution is required. There is no minimum funding limit.

LEVERAGE OF OTHER FUNDS

With limited available funds, applicants must seek out and secure other financial resources to increase the project impact. Projects that "leverage" funds in this manner will receive "points" proportional to the amount of non-state matching funds. These points raise the priority of the project in the ranking system. Matching contributions may be in the form of in-kind services or cash. However, all contributions must be targeted for expenditure on the project specifically identified in the application. Funds or services expended on the project prior to application are eligible as matching contributions to the extent that they apply directly to the project being applied for and are substantiated by accounting records.

FUNDING FOR APPROVED PROJECTS

Funds for projects approved by the Legislature are awarded according to the funding priority list set by the Legislature. Effective July 1, 1995, a minimum of \$3 million is allocated for RDGP grants. Funds from this \$3 million will first be allotted to the project ranked number one and on down the ranking list until the funds are exhausted. Grant funds are available only as interest earnings are received. Not all projects will be funded if the total amount requested exceeds available funds. If an applicant is unsuccessful in obtaining funds, they can apply during the following grant cycle.

SUBMITTAL AND REVIEW OF APPLICATIONS

APPLICATION DEADLINE - 5/15/96

Applications will be accepted until May 15, 1996. DNRC reviews and ranks the applications during the following summer and early fall. The ranking and funding recommendations are submitted to the Governor for approval in the fall. A report is prepared and submitted to the Legislature to document the approved recommendations.

The application review and evaluation process consists of two major steps:

- (1) review and screening of applications, and
- (2) application evaluation and ranking.

REVIEW AND SCREENING OF APPLICATIONS

Immediately following the application submittal deadline, DNRC will review each application for conformance to basic eligibility requirements and for completeness in responding to the information requested in this application booklet.

In general, information submitted by the applicant after the due date for applications will not be considered unless such information is specifically requested by DNRC. Applicants are expected to inform DNRC during the review process of any developments that would affect the viability of the proposed project. DNRC may contact the applicant to obtain omitted information, to clarify issues, or to verify information contained in the application. All applications are subject to public review.

APPLICATION EVALUATION AND RANKING

A ranking system has been developed for objective evaluation of proposed projects. The various evaluation criteria carry different weight. Each criterion is assigned a numerical score representing its relative importance. Prospective applicants reviewing the weight assigned to these criteria should be able to determine the major issues involved in designing a competitive proposal and the relative effort that should be devoted to each criterion. Anyone with a question or concern regarding the ranking criteria should contact DNRC before submitting an application.

After reviewing each eligible application and any review comments, a ranking team will assess the degree to which proposed projects respond to each criterion. Scores will be assigned to each project on the basis of how well it meets the criterion. If the ranking team determines that the applicant has inadequately documented specific statements made in the attempt to meet a criterion, it may assign a lower score.

Reclamation and Development Grants Program applications that meet review and screening requirements will be evaluated according to the following criteria and may be assigned a maximum of 215 points. The criteria for each of the five categories are further described in Section II - Application Instructions.

	Maximum
1. Public Benefit	90 pts
2. Need and Urgency	50 pts
3. Appropriateness of Technical Design	40 pts
4. Financial Feasibility	15 pts
5. Project Management/Organization	20 pts
Total Maximum Points	215 pts

GRANTEE RESPONSIBILITIES

If a project is approved, applicants must enter into a grant agreement with DNRC before any funds will be received. The agreement can be negotiated after a project is approved by the legislature, or when funding is available and secure. Detailed scopes of work and budgets are required in all agreements, and must be approved by DNRC before work begins on the project. **EXPENSES INCURRED BEFORE THE GRANT AGREEMENT IS EFFECTIVE WILL NOT BE REIMBURSED.**

All state laws on contracting and bid procedures for public construction projects must be followed, and grantees must keep accurate financial records and documentation for audits. Grantees must permit DNRC to monitor work performance and visit the project site.

Narrative progress reports and financial reports are required as set forth in the contract. When the project is completed, the grantee must prepare and submit a clear, comprehensive final report containing specific project details, a summary of project expenses, all data gathered, evaluation, results, and conclusions or recommendations. Photographic documentation is required for construction projects.

HELPFUL HINTS FOR PREPARING APPLICATIONS

- Make sure your agency and project are eligible for funding
- Start early, give yourself plenty of time
- Develop a clear idea and approach for the project
- Write in a well-organized and clear fashion
- Talk to people in the Reclamation and Development Grants Program and experts in the project field to take advantage of their expertise
- Develop and document support from agencies or groups that will benefit from your project
- Clearly identify the final product

SECTION II - APPLICATION INSTRUCTIONS

APPLICATION SUBMITTAL INSTRUCTIONS

Six copies of your application and supporting documents must be postmarked or hand delivered to DNRC no later than May 15, 1996. Late applications will not be considered. Send applications to:

Department of Natural Resources and Conservation
Conservation and Resource Development Division
Resource Development Bureau
P.O. Box 201601
1625 Eleventh Avenue
Helena, Montana 59620-1601

For information, please write to DNRC or call 406-444-6668.

APPLICATION COMPLETION INSTRUCTIONS

At a minimum, the project application must contain the information requested in Steps 1 through 12. Please make sure your responses are listed in the same order as in the application.

The application has been organized to facilitate ease in reporting to the legislature, project review and ranking, and contracting projects that have been selected for funding. The abstract will be used in the Report to the Legislature. The technical description, public benefits, need and urgency, and project management/organization sections will be used in project ranking. The scope of work and budget sections will be used in project ranking and contracting.

STEP 1 - GRANT APPLICATION SUMMARY

I. APPLICANT INFORMATION

A. Applicant Name: _____

B. Mailing Address: _____

C. City, State, Zip: _____

D. Telephone Number(s): _____

E. Contact Person: _____

1. Address (if different from applicant): _____

2. Telephone: _____

F. This grant is requested by (Check One)

_____ State government unit

_____ Irrigation district

_____ City, town, or
county

_____ Conservation district

_____ County water or
sewer district

_____ Tribal government

_____ Rural improvement
district

_____ Other (specify)

II. PROJECT INFORMATION

A. Project Title: _____

B. Brief Project Description: _____

Project Category (applicants must check one that best describes their project)

_____ Mineral Development Impacts

_____ Crucial State Need

_____ Other

C. Estimated date for beginning your project _____
(month/year)

D. Estimated time in months it will take to complete your project or activity. _____

E. Project Budget

*We (the applicant) request a grant in the amount of \$ _____

We (the applicant) will contribute this amount of money \$ _____

We have obtained funding commitments from the following sources. [List the amount and name of source(s) below and enter total at right.] \$ _____

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL PROJECT COSTS: \$ _____

*Maximum allowable grant amount is \$300,000.

F. Authorizing Statement

I hereby certify that the information and all statements to this application are true, complete, and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local, and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards protecting environmental quality.

I further certify that I (we) am (are) authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain a grant if this application receives legislative approval.

Signature and Title of Authorized Representative
of Public Entity Applicant

Date: _____ 19 ____

Please print Name and Title of Representative signing above

Department of Natural Resources and Conservation • Reclamation and Development Grants Program

STEP 2 - PROJECT ABSTRACT

Submit a short abstract that describes the project, its merits, and purpose. This abstract will be used in the Report to the Legislature and will be edited to eliminate obvious errors in spelling and grammar. Care should be taken to provide accurate information that will best promote the merits of your project.

Please limit the abstract to 300 words. Longer abstracts will be returned for rewrite.

At a minimum, include the following information:

1. Problem or Need Summary - Briefly discuss the problem or need the project addresses.
2. Goals and Objectives Summary - Provide a brief summary of project goals and objectives
3. Responsible Organization - Identify the organization responsible for carrying out the project.
4. Location - Describe the project area or site. Identify if the project is statewide. For regional projects describe the region. For site specific projects describe the general location (e.g. 20 miles southeast of Livingston in the Absarokee Range along Pine Creek on U.S. Forest Service land) and give a legal description of the site.
5. Time-Frame - Describe how long the project will take to complete.

STEP 3 - TECHNICAL DESCRIPTION AND ALTERNATIVE ANALYSIS

TECHNICAL DESCRIPTION AND ALTERNATIVE ANALYSIS INSTRUCTIONS

The applicant must provide a technical description of the proposed project and a discussion of alternatives to it. This description must demonstrate that the proposed project is technically feasible and is the best alternative to provide the project benefits.

Ranking points for appropriateness of technical design (up to 40 points) are awarded based on the criteria listed below. Keep these criteria in mind when completing this step of the application.

1. The cost-effectiveness of the project compared with other alternatives
2. Soundness of the technical design
3. The degree to which the applicant has developed a well-reasoned, achievable strategy for dealing with an identified need or problem
4. The degree to which project results are attainable and effective
5. The level of documentation demonstrating the problem or need

The technical description of the project must contain:

1. **Problem History:** Give a history of the problem(s) that will be resolved by the project and all previous work that has been done to address this problem. List all technical reports and studies relating to the project. Provide appropriate data concerning the natural features of the project area, such as soils, vegetation, geology, and hydrology.
2. **Cost/Benefit Analysis:** Include an analysis of the costs and benefits of the project. Describe and, if possible, quantify the direct cost and benefits of the project. Provide a narrative discussion of the costs and benefits if these cannot be quantified. Secondly, describe the indirect benefits and costs of the project. Again, quantify these if possible.

Benefits and costs of the project are "direct" if they accrue to the applicant, a targeted group of people, and the resources that are affected by the project. "Indirect" benefits and costs accrue to the general public and resources affected by the project but are not specifically targeted. For example, an economic development project may employ people in an area of high unemployment. The direct benefits of the project would include the employee salaries. These employees would spend their salaries in the community, multiplying the impact of the project. The employee expenditures would be considered indirect benefits.

3. **Project Alternatives:** Describe the alternatives to the proposed project including a discussion of the impact of not proceeding with the project. The descriptions of each alternative do not have to be as detailed as the description of the proposed project but enough information must be provided to demonstrate that alternatives to the project were investigated and that the proposed project provides either greater benefits or the same benefits at a lower cost.
4. **Staffing and Administration:** Describe the staffing and administration of the project.
 - A. List the title of each staff member, provide a description of their roles and responsibilities, and specify the amount of time and level of effort (full-time or part-time) of each project staff member. Describe the use of consultants and volunteers used in the project. State which staff will be employees of the applicant and which will be contracted personnel.
 - B. Describe the administrative structure, lines of authority, policy-making bodies, and other procedures for coordinating the project. Include a discussion of the relationship of the project to the applicant.
5. **Additional Information:**
 - A. **Deeds, easements, rights-of-way:** Submit verification of deeds, easements, or right-of-way agreements that will be required to complete the project, or describe property agreements that will be needed before the project can begin.
 - B. **Permits:** Most construction projects or activities will require permits. Prepare a list of any permits that have been obtained, and those that must be obtained to complete the project and include pertinent dates.
 - C. **Maps and Photos:** Include a clearly legible map that locates the project or activity on an aerial photo or topographic base, and shows sections, townships, and ranges. Title all maps and include a scale and a north arrow. Identify recorded mineral and surface owners on all proposed construction sites, and location of proposed activities on the property. Include location of any historical or archaeological sites. (Contact the Montana State Historical Preservation Office if you have a potential historical or archaeological site.) **For construction projects, photographic documentation (35 mm color slides) must be provided to depict site conditions before construction.**

- D. Plans and Specifications: For construction projects, submit copies of final plans and specifications prepared for the project. These should be prepared by a professional engineer. If final plans and specifications are not yet available, conceptual or preliminary design plans and specifications must be included.

STEP 4 - SCOPE OF WORK

The Scope of Work is an important part of the application. If the project is funded, this information will be the basis for the contract agreement between the applicant and DNRC. Provide a detailed statement of the work that needs to be accomplished in order to complete a successful project. This statement must include:

1. Goals and Objectives: List the project goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved. For example, the goal for a reclamation project may be to reduce water pollution on a particular stream. The objective would be to remove mine tailings from the stream channel by July 1998.
2. Tasks or Activities: Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to ensure that the project is technically feasible and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task or activity and when these results should be expected.
3. Project Schedule: Provide a project time-schedule. The format of the project schedule may be either a list of activities and dates or a detailed bar chart. The schedule should provide DNRC with a time frame for the project from the starting date through completion. The first item on each schedule should be the expected status of the project at the beginning of the contract period. Tasks or activities should be listed in the expected completion sequence. The tasks that will be completed earliest should be listed first. If particular tasks must be completed prior to others, this should be indicated. If applicable, include the following expected dates in the project schedule:
 - A. Submittal dates for all required permits, licenses, and approvals.
 - B. Dates for advertising for bids and requests for proposals (DNRC review of bid documents is required prior to advertisement).
 - C. Contract award dates.
 - D. Dates that each objective will start and end.
 - E. Dates that each task or activity will start and end.
 - F. Project completion date.
4. Monitoring Plan: Explain how the project outcomes will be measured. Discuss what information will be collected and how this information will be used to ensure the quality of work on the project. Also, identify who is responsible for monitoring the project and compiling this information.
5. Equipment: Identify and describe any equipment that would be purchased. Provide specific justification for all acquisitions.

STEP 5 - BUDGET

BUDGET INSTRUCTIONS

Complete the budget narrative, budget summary form, and budget detail form. Budgets should estimate costs as completely and accurately as possible. The budget forms include major expense categories. These budget forms will be used to negotiate a grant agreement between DNRC and the applicant. Actual grant funding cannot exceed the amount authorized by the legislature. Construction projects should include a contingency expense of at least 10 percent of construction costs to cover unexpected expenses. An inflation contingency may be included as a project cost, and must be identified as such on the budget forms. Account for any time lapses between project approval and funding so that an inflation contingency may ensure that funds are sufficient to complete the project activity. Include copies of cover letters for any funding applications you have submitted to other agencies, letters of inquiry and responses, and budget documents that show any local funds committed to the proposed project.

Financial feasibility project ranking points (up to 15 points) are awarded based on the criteria listed below. Keep these criteria in mind when completing the following budget information.

1. The reasonableness, clarity, and completeness of the project budget;
2. The degree of non-state matching contributions;
3. The magnitude of the applicant's contributions.

BUDGET CATEGORY EXPLANATION

1. Salaries and wages - Identify each employee required to complete the project. List all participants by name and position, or by position only if not yet hired. List the estimated number of hours each employee will work and the hourly wage rate. Include in this category clerical, bookkeeping, and other support staff services.
2. Employee benefits - Enter the employee benefits to be paid and the rate or method by which they were calculated.
3. Contracted services - Identify any services to be provided by others hired under contract for professional services or construction. This category includes, but is not limited to electrical, plumbing, and construction expertise, labor, materials, equipment, data processing, printing, film developing, and laboratory testing. List each specific service to be performed and the wage rate associated with it. Construction service contracts may include up to a 10 percent contingency to cover unexpected expenses.
4. Supplies and materials - List all office supplies and building materials necessary to prepare, conduct, or construct this project. These items are generally consumable commodities purchased for inventory or immediate use by the applicant and cost less than \$250. List the costs of all items.
5. Communications - Include telephone, postage, mailing, and advertising costs in this category.
6. Travel - List only costs for travel that is essential to conduct the project. Detail the expected travel destination, the purpose of the travel, the number of people traveling, and the number of trips to be made. Travel rates may not exceed the current state employee rates for meals, lodging, and travel.

7. Rent and Utilities - List the terms and costs associated with buying or renting office space, storage, computer rental, other office equipment use, additional project space requirements and applicable utility expenses.
8. Equipment - Include in this category articles leased or purchased for use on the project by the applicant. These items generally are of a nonconsumable nature and have an estimated life or more than one year and a cost greater than \$250. List all necessary items and their costs.
9. Miscellaneous - Identify any miscellaneous costs required to complete the project. List any other project costs, such as repairs or maintenance, that have not been addressed in other budget categories. DNRC will not pay interest on loans taken out to cover grant operating expenses.
10. Indirect Costs - Indirect costs (overhead) are not eligible for grant funding. They may be listed as matching funds.

BUDGET JUSTIFICATION

RDGP Funding Source - The budget justification narrative must clearly demonstrate the project can be completed within the proposed budget. Provide a general discussion of the spending plan, and explain each budget item in relation to the total budget. The budget narrative should clearly state the assumptions used to develop the proposed budget. Include the sources of all cost estimates. Fully justify project expenditures reported on the budget forms. Describe the basis for your computations.

Applicant's and Other Outside Funding Sources - Identify all of your non-RDGP funding sources, and describe your efforts toward securing those funding commitments. If you applied to other funding agencies, give the date of your application, the date a funding decision is expected, and whether you requested a grant or a loan. State how much money you will provide the project and describe your in-kind contributions. If local community funds are from the private sector, fully describe your borrowing plans. Also include in the narrative any other information that would help DNRC assess your financial commitment to project completion. Be careful to list only matching funds that will be available if RDGP grant funds are awarded. If matching funds are listed in this application, but the applicant cannot secure these funds (or replacement funds in the same amounts), the RDGP grant funds will be reduced in an amount proportionate to the reduction in matching funds. In cases where match funds are not secured and this severely impacts the scope of work for the proposed project, RDGP grant funds will not be released by DNRC.

Plan for Future Funding - If the project will require funding beyond the period for which funds are requested, include a plan describing how subsequent funds will be obtained. Describe realistically how continuation funds will be secured.

PROJECT BUDGET SUMMARY FORM*

EXPENSE CATEGORY	RDGP	APPLICANT CONTRIBUTION	OUTSIDE SOURCES**	TOTAL
1. SALARIES & WAGES				
2. EMPLOYEE BENEFITS				
3. CONTRACTED SERVICES				
4. SUPPLIES & MATERIALS				
5. COMMUNICATIONS				
6. TRAVEL				
7. RENT & UTILITIES				
8. EQUIPMENT				
9. MISCELLANEOUS				
TOTAL \$				

*This table provides summary expense totals from the Budget Detail Forms that follow.

**Clearly identify the Outside Sources of funds.

BUDGET DETAIL FORM

EXPENSE CATEGORY	RDGP	APPLICANT CONTRIBUTION	OUTSIDE SOURCES**	TOTAL
1. SALARIES & WAGES				
TOTAL SALARIES & WAGES \$				
2. FRINGE BENEFITS				
TOTAL FRINGE BENEFITS \$				
3. CONTRACTED SERVICES				
TOTAL CONTRACTED SERVICES \$				

**Clearly identify the Outside Sources of funds.

BUDGET DETAIL FORM (cont.)

EXPENSE CATEGORY	RDGP	APPLICANT CONTRIBUTION	OUTSIDE SOURCES**	TOTAL
4. SUPPLIES & MATERIALS				
TOTAL SUPPLIES & MATERIALS \$				
5. COMMUNICATIONS				
TOTAL COMMUNICATIONS \$				
6. TRAVEL				
TOTAL TRAVEL \$				

**Clearly identify the Outside Sources of funds.

BUDGET DETAIL FORM (cont.)

EXPENSE CATEGORY	RDGP	APPLICANT CONTRIBUTION	OUTSIDE SOURCES**	TOTAL
7. RENT & UTILITIES				
TOTAL RENT & UTILITIES \$				
8. EQUIPMENT				
TOTAL EQUIPMENT \$				
9. MISCELLANEOUS				
TOTAL MISCELLANEOUS \$				
ALL CATEGORIES GRAND TOTAL \$				

**Clearly identify the Outside Sources of funds.

STEP 6 - PUBLIC BENEFITS RANKING CRITERIA

(90 points)

Applicant Name: _____

Project Title: _____

The applicant must identify the public benefits by checking off the appropriate lines on the list below and provide a short narrative describing the public benefits. The narrative should highlight the benefits of the project to the citizens of Montana and the environment. Applicants may refer to the technical narrative to avoid duplication.

The degree to which the proposed project provides the benefits below will be used to rank the project. When reviewing the application, information provided in this section and the technical narrative section will be used to evaluate the degree to which public benefits would be provided. It is important to keep these criteria in mind when writing the public benefits narrative and the technical narrative.

Directions: place a check mark next to public benefits that will be realized from the proposed project.

_____ The project repairs, reclaims, or mitigates environmental damage to public resources from mineral development

_____ The project develops and ensures the quality of public resources

_____ The project conserves natural resources

_____ The project protects the public, health, safety, and welfare of Montanans

_____ Montanans will directly benefit from the project.

_____ Montanans will indirectly benefit from the project.

_____ The project prevents property damage

_____ Jobs are created by the project for people who need job training, receive public assistance, or are chronically unemployed.

_____ The project benefits are certain and long-term

_____ The project provides economic benefits

STEP 6 - PUBLIC BENEFITS NARRATIVE

Applicant Name: _____

Project Title: _____

Directions: Identify direct and indirect benefits. Address the items in the Public Benefits Ranking Criteria checklist in your narrative.

NARRATIVE:

(Should not exceed two single-spaced pages)

STEP 7 - NEED AND URGENCY RANKING CRITERIA

(50 points)

Applicant Name: _____
Project Title: _____

Directions: The applicant must provide a short narrative highlighting the need and urgency for the project. Again, this information should be used to supplement and highlight the information provided in Step 3, Technical Narrative. Need and urgency points are awarded based on the criteria listed below. Please address these five criteria in your narrative.

1. The degree to which information submitted identifies the need, who is affected, and how they are affected
2. The immediacy of the need or problem, including the cause and how long it has existed
3. The impact of a "no action" alternative
4. The severity of the problem or need and the extent of the area involved
5. The number and type of public resources affected.

STEP 7 - NEED AND URGENCY NARRATIVE AND SUPPORTING DOCUMENTS

Applicant Name: _____

Project Title: _____

Directions: In narrative form, discuss items 1. through 5., as they apply to your project. DNRC recommends a need assessment be conducted for all projects. If a need assessment has been done, provide information on the assessment and the results. Contact DNRC if you want information on what a need assessment is and how to conduct a need assessment. It is also recommended that applicants submit copies of supporting documents. This could include court orders, administrative orders from government agencies such as EPA, letters of support from local officials, interest groups, or affected parties, and other reports or documents that support the need for the project.

NARRATIVE:

(Should not exceed two single-spaced pages)

STEP 8 - PROJECT MANAGEMENT & ORGANIZATION CAPABILITY RANKING CRITERIA (20 points)

Applicant Name: _____

Project Title: _____

Directions: the applicant must provide a short narrative highlighting the project management and organization capability. Project management and organization capability points are awarded based on the criteria listed below. Please address these three criteria in the narrative.

1. The degree to which the applicant evidences ability to implement approaches resulting in effective and efficient work performance
2. The applicant's past record of performance
3. The skills, qualifications and experience of the project manager, key personnel, sponsors, and contractors in the appropriate fields

NARRATIVE:

(Should not exceed two single-spaced pages)

STEP 9 - ENVIRONMENTAL CHECKLISTS

Project ID _____ Applicant _____

Address _____

Project Description _____

Person Preparing checklist _____ Phone _____

Please attach short, written comments to the checklist if you want to explain why you chose "major, moderate, minor, none or unknown."

POTENTIAL IMPACTS ON PHYSICAL ENVIRONMENT (Check appropriate column - state whether adverse or beneficial)

	Major	Moderate	Minor	None	Unknown	Comments
1. Topography						
2. Geology: stability						
3. Soils: quality, quantity, distribution						
4. Water: quality, quantity, distribution						
5. Air: quality						
6. Terrestrial, avian & aquatic: species & habitats						
7. Vegetation: quantity, quality, species						
8. Agriculture, grazing, crops, production						
9. Unique, endangered, fragile, or limited environmental resources						
10. Demands on environmental resources of land, water, air & energy						
11. Historical & archaeological sites						
12. Aesthetics						

STEP 9 - ENVIRONMENTAL CHECKLISTS (cont.)

POTENTIAL IMPACTS ON HUMAN ENVIRONMENT

(Check appropriate column - state whether adverse or beneficial)

	Major	Moderate	Minor	None	Unknown	Comments
1. Social structures & mores						
2. Cultural uniqueness, diversity						
3. Population: quantity & distribution						
4. Housing: quantity & distribution						
5. Human health & safety						
6. Community & personal income						
7. Employment: quantity & distribution						
8. Tax base: local & state						
9. Government services: demand on						
10. Industrial, commercial, & agricultural activities						
11. Recreation & wilderness						
12. Environmental plans & goals, local & regional						
13. Demands for energy						
14. Transportation networks & traffic flows						

List any groups or agencies contacted:

STEP 10 - LIABLE PARTY DETERMINATION

"A proposed project is not eligible for funding under the Reclamation and Development Grants Program if there is a liable party who would be relieved of financial or legal responsibility and who can reasonably be expected to be held responsible" (90-2- 111 MCA). Liability may arise under the regulatory statutes or rules of a state or federal agency, such as the Board of Oil and Gas Conservation, U.S. Forest Service, U.S. Bureau of Land Management, or U.S. Environmental Protection Agency. (Note: The existence of liability does not automatically rule a project ineligible for RDGP funding.) Or it may arise under local rules or ordinances. In order to assist DNRC in determining the existence of liability, the applicant must furnish the following information at the time of application submittal:

1. Legal description of the site? _____

2. Name of current owner? This information is available from records at the county courthouse. _____

3. When did the damage occur? _____

4. Who was the owner/operator at that time? Provide as much identifying information as possible. _____

5. Have there been subsequent owner/operators? Provide as much identifying information as possible.

6. Who has been paying the taxes on the property over the past 10 years? This information is available at the county tax assessor's office. _____

7. An affirmation from current landowners that a nuisance action is not currently pending (provide as an attachment). _____

8. Is, or has the project ever been permitted, licensed, or regulated by federal, state, or local rules, regulations, or statutes? (Applicants are encouraged to contact the appropriate jurisdiction and request as much identifying information as possible.) Be as specific as possible in the application. _____

STEP 11 - CRUCIAL STATE NEED DOCUMENTATION

Applicant Name: _____

Project Title: _____

Applicants that identify their project as eligible for funding under the “crucial state need” category must include information documenting that the project qualifies as a “crucial state need.” Documentation of crucial state need must also include an analysis by a knowledgeable and authoritative source, preferably a state agency. When this source is an agency other than the applicant, please attach the documentation to this form. DNRC will determine which projects best fulfill these crucial state need requirements.

DIRECTIONS: All projects purported to fulfill a “crucial state need” must document circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to public resources or to capture extraordinary public benefits that would otherwise be lost. The analysis must address the circumstances or conditions named above and the following items:

- (1) potential threat to public health or safety,
- (2) validity of the problem or need,
- (3) consequences of no action or delayed action,
- (4) severity of the problem or need,
- (5) number of people affected,
- (6) agency and public support for the project, and
- (7) project’s stated objectives will meet the need.

NARRATIVE:

(Should not exceed two single-spaced pages)

STEP 12 - APPLICATION CHECKLIST FOR COMPLETENESS

Applicant Name: _____

Project Title: _____

This checklist identifies the main sections that must be addressed in your application. Refer to the specific section and subsections for information or forms required. **FAILURE TO PROVIDE ALL INFORMATION REQUESTED MAY RESULT IN DISQUALIFICATION OF THAT APPLICATION.** Applicants must complete this Checklist to ensure that the submitted application is complete.

- ☐ **Step 1** - Grant Application Summary
- ☐ **Step 2** - Project Abstract
- ☐ **Step 3** - Technical Description and Alternative Analysis
 - ☐ Problem History
 - ☐ Cost/Benefit Analysis
 - ☐ Project Alternatives
 - ☐ Staffing and Administration
 - ☐ Additional Information
- ☐ **Step 4** - Scope of Work:
 - ☐ Goals and Objectives
 - ☐ Tasks or Activities
 - ☐ Project Schedule
 - ☐ Monitoring Plan
 - ☐ Equipment
- ☐ **Step 5** - Budget
 - ☐ Budget Justification Narrative
 - ☐ Budget Summary Form and Budget Detail Form
- ☐ **Step 6** - Public Benefits (Form and Narrative)
- ☐ **Step 7** - Need and Urgency (Narrative and Supporting Documents)
- ☐ **Step 8** - Project Management and Organization Capability (Narrative)
- ☐ **Step 9** - Environmental Checklists
- ☐ **Step 10** - Liable Party Determination
- ☐ **Step 11** - Crucial State Need Documentation
- ☐ **Step 12** - Application Checklist

GRANT APPLICATION GUIDELINES

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION



1625 ELEVENTH AVENUE
P. O. BOX 201601
HELENA, MONTANA 59620-1601

JANUARY 1996

400 copies of this public document were published at an estimated cost of \$2.18 per copy, for a total cost of \$872.00, which includes \$500.00 for printing and \$372.00 for distribution